LLNL Site-Specific ASCI Software Quality Engineering Recommended Practices

Guidance, Samples, and Templates

Software Process Improvement Action Plan Template

1. Project

Project Name

2. Process Improvement Areas

List practices and/or process areas

3. Software Process Improvement Team

Name	Role *{samples given below}*
	Code user
	Code computer scientist
	Code project leader
	Consultant on software quality engineering

4. Plan Revision History

Document Version	Revision Date	*Originator(s)*	Revision Description

5. Desired Outcomes

Outcome	For Whom	Measured By

6. List of Activities *{sample list}*

ID	Activity	Details and Notes
1	Identify key code team members who will assist the software quality engineer in the planning and implementation of the process improvement.	
2	Document the current process sufficiently to include areas that will be addressed by the software process improvement effort.	
	2a. Describe the steps currently used to accomplish the process	List the inputs and outputs for each step. List the steps in sequence Include decision points and criteria
	2b. Describe the practices and methods that are currently used	
	2c. Describe the tools that are currently used.	Include how we automate and achieve efficiencies
	2d. Identify related and interdependent processes.	
	2e. Document the quality goals and objectives that are relevant to the process improvement effort	
	2f. Identify metrics which could be used to measure improvement. Metrics can be identified from questions posed against quality goals.	
3	Identify areas of greatest risk related to the practice or process to be improved and to following through on the improvement.	
4	Measure and evaluate the current process using the metrics.	
5	Review any information available relevant to the code team doing this process improvement.	Such as prior assessments
6	Document the new process showing the planned improvements	Before going further get project leader and entire code team approval on new process before proceeding with implementation

ID	Activity	Details and Notes
7	Implement the new process	
	7a. Pilot the new process	Will probably involve using new tools and methods
		Establish a method of documenting changes and effects.
		Track results using the metrics selected.
	7b. Review and revise the new process	
	7c. Trial project implementation	3-6 months
	7d. Review and revise the new process	Use what was learned during the trial
8	Reward and celebrate!	
9	Share lessons learned from the process improvement	Could be done in one or more ways:
		Briefing
		Seminar
		Revision to the Recommended Practices Document
		Working with another code team
		(May be other, new organizational opportunities for adoption)

7. Schedule

ID	Activity	Estimated Start	Estimated Completion	Actual Completion	Deliverables/ Results